

NOCN Functional Skills Invigilation Quick Guide

Invigilation of exams

A Functional Skills subject tutor must not be involved in the invigilation of that subject, even if they have not taught those candidates (i.e. a Functional Skills English tutor must not invigilate any Functional Skills English exam and a Functional Skills Maths tutor must not invigilate any Functional Skills Maths exam, regardless of the level they teach).

Role of the Invigilator:

The role of the invigilator is to ensure that examinations are conducted in accordance with regulatory requirements, in order to:

- Ensure that all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the security of the examination papers and completed response sheets, before, during and after the examination – this includes the security of any online test platform being used.
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.
- Ensure that NOCN identify requirements are adhered to.

The invigilator must:

- Be appropriately trained in their duties and a responsible adult.
- Give all their attention to conducting the examination properly.
- Be able to observe each candidate in the examination room at all times.
- Be fully conversant with NOCN and regulatory requirements for confirming candidate identity.
- Inform the head of the centre if they are suspicious about the security of examination papers, completed response sheets or any other issue that threatens the integrity of the examination process. (In such cases, the head of the centre must inform NOCN immediately, and send a full written report within five working days of the suspicion arising).
- Be attentive and watch for candidates who may be distressed or who are feeling unwell.

The invigilator must not:

- Carry out any other task (for example, reading a book, use a computer, mobile phone etc) in the examination room.
- Allow tutors see sight of the examinations.
- Carry out invigilation in a separate room to learners i.e. remotely.

Who can be a Functional Skills Invigilator:

NOCN Centres must ensure sure that the invigilation is carried out by a person who has not prepared the candidates for the examination. Functional Skills invigilators must adhere to the guidance stated for the new qualifications these are set out in the Qualification Specification, this means that the trainer cannot act as the exam invigilator, and should not be present in the examination room. Invigilators must be responsible adults, appropriately trained in their duties.

- A tutor for the subject being examined must not be an invigilator for any exam.
Examples:
- *A Functional Skills mathematics tutor can be an invigilator for an English exam.*
- *A Functional Skills English tutor can be an invigilator for a mathematics exam.*
- Exceptions to this rule:
 - centres can apply for permission for a tutor to act as an invigilator by prior approval.

It is inappropriate for invigilation to be carried out by a person related to a candidate sitting the examination.

At least one invigilator must be present for groups of up to 30 candidates in examinations. When only one invigilator is present, they must be able to summon help easily, without leaving the examination room, and without disturbing candidates.

It is considered good practice for a centre to keep a document that lists the names of all trained invigilators. This document would confirm that training has been provided and would contain the name and signature of each invigilator, together with the date that training was provided.

NOCN full invigilation arrangements are set out in the NOCN Examination and Invigilation Policy and Procedure, found on our website here: [Quality Assurance - NOCN](#) and the NOCN Invigilator Handbook, found here on our website here: [Quality Assurance Support and Guidance - NOCN](#).

